

# TADLP User Account Request



All personnel are required to have a TSACS account prior to receiving a TADLP account, unless they register in person at a DL Digital Training Facility.

*This document will contain Privacy Act information and must be handled in accordance with PL 86-86-36 (1974 Privacy Act) and AR 340-21 (Army Privacy Program).*

Submit a letter on your unit/organizations letterhead in the official Military format *(See Army Regulations 25-50, Preparing & Managing Correspondence)*.

## Include the following:

1. **SUBJECT:** Request for TADLP user account
2. **MEMORANDUM FOR:** User Account Registration, Bldg. 1522, Ft. Eustis, VA 23604
3. **BODY** *(include the following information for each individual)*
  1. Last Name
  2. First Name, Middle Initial
  3. Title/Rank
  4. SSN#
  5. Service Status *(M=Military, D=DoD Civilian, C=Contractor, N=NATO Liaison Officer, F=Foreign Liaison Officer, E=Foreign Enlisted Personnel)*
  6. Home Address & Telephone Number
  7. Unit/Organization Name
  8. Unit/Organization Address & Telephone Number
4. **The last paragraph should include the following statement:**

*"I certify that I viewed an appropriate DD form 2, 1602, or memorandum signed by CG, Installation CO, or a school commandant for the individual listed above, and that each has a valid need for training via TADLP".*
5. **The Signature Block should be from a Commanding Officer or by Directional Authority.**